

August 4, 2020

C-3

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Recommendation to adopt the revisions to the Department of Public Works, Business Operations Bureau, Budget Services Division Records Retention Schedule (as shown in Attachment I), and rescind previously applicable Record Titles for the said division.

DISCUSSION

Under Municipal Code Section 1.28.010, records retention schedules for City Manager departments and elected officials must be submitted to the City Council for approval. The retention schedules for each department must designate the type, class or series of records maintained by the department.

In its capacity as responsible agent for the operation of the Records Center, the Office of the City Clerk has worked with the City Attorney's Office to revise the Records Retention Schedule (Attachment I) last adopted on October 18, 1998, February 16, 1999 and November 8, 2011

CONCURRENCES

The City Attorney and Department of Public Works concur in the above recommendation.

FISCAL IMPACT

Appropriations have been budgeted in FY 20 for the operation of the City Records Center.

Respectfully submitted,





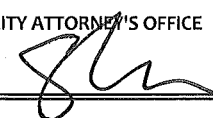
MONIQUE DE LA GARZA
CITY CLERK

MD:II

ATTACHMENT I

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	ITEM NO. & TITLE: 1. ACCOUNTS PAYABLE VOUCHERS			DATE AUG 04 2020
COPIES/FILES BY DEPT/SECTION BUSINESS OPERATIONS BUREAU/BUDGET SERVICES DIVISION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original Copy	1 Month		1 Month
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Accounts Payable (AP) Voucher is generated for the following purposes:</p> <ul style="list-style-type: none"> - To indicate that a vendor invoice has been approved for payment. - To generate payment to vendor. - In financial system posted voucher will convert encumbrance into actual expense. - To standardize and enhance internal control over payment to vendors / service providers. <p>Original copy is scanned into server and kept at the Department for 1 month before destruction. Electronic copy is maintained by Financial Management.</p> <p>Method of filing: Stored in folders by months and sorted by AP voucher numbers.</p> <p>PREPARED BY: Vilma Mendoza, Accounting Technician REVIEWED BY: Hartono Tai, Senior Accountant</p>				

APPROVALS		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	ITEM NO. & TITLE: 2. BUDGET ADJUSTMENTS			DATE AUG 04 2020
COPIES/FILES BY DEPT/SECTION BUSINESS OPERATIONS BUREAU/BUDGET SERVICES DIVISION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original Copy	3 months		3 months




DESCRIPTION: (Purpose, Content, and Method of Filing)

File consists of Budget Adjustments (scanned effective July 2016), including Budget Adjustment Forms, EZFAMIS Downloads, and miscellaneous supporting documents initiated by the Budget Services Division. Those initiated by the other Bureaus and by the Department of Financial Management will be maintained and filed in their respective offices.

Original copy is scanned into server and kept at the Department for 3 months before destruction. Electronic copy is maintained by Financial Management.

Method of filing is by category and by BA numbers, which are computer generated.

PREPARED BY: Chris Kuebert, Budget Services Officer

APPROVALS		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	ITEM NO. & TITLE: 3. BUDGET PREPARATION WORKING PAPERS	DATE AUG 04 2020
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COPIES/FILES BY DEPT/SECTION BUSINESS OPERATIONS BUREAU/BUDGET SERVICES DIVISION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Electronic Copy	3 Years		3 Years


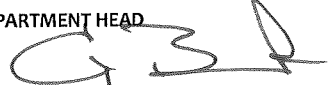
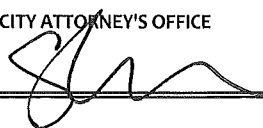
DESCRIPTION: (Purpose, Content, and Method of Filing)

During the annual budget preparation process, various information is gathered and filed as supporting documentation. The budget preparation files include EZFAMIS Reports consisting of the following items:

- 1) BPREP: Files consist of BPREP print screens, spreadsheets, and email conversations, etc.
- 2) BPS Reports: spreadsheets, EZFAMIS Downloads, or BPREP Printscreens
- 3) Budget Transmittal: Files consist of budget requests/forms and miscellaneous supporting documents
- 4) Expense / Revenue Reports: Files consist of expense and revenue reports by Fund and Index
- 5) Base Budget Clean-up: Files consist of BPS print screens and spreadsheets
- 6) MOU: Files consist of copies of MOUs signed between Public Works and departments receiving and providing services
- 7) CPREP: Files consist of CIP Funding memo from Financial Management Department, funding summary spreadsheet showing the funding requested and funding approved by City Manager.


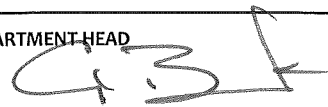

Method of filing is by category and by fiscal year.

PREPARED BY: Chris Kuebert, Budget Services Officer

APPROVALS		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	ITEM NO. & TITLE: 5. DIRECT PAYMENTS			DATE AUG 04 2020
COPIES/FILES BY DEPT/SECTION BUSINESS OPERATIONS BUREAU/BUDGET SERVICES DIVISION	COPY DESIGNATION	RETENTION PERIO		
		DEPARTMENT	REC. CENTER	DESTROY
	Original Copy	3 months		3 months
DESCRIPTION: (Purpose, Content, and Method of Filing)				
<p>The Direct Payment is a payment made without a purchase order which is governed under Administrative Regulation 23-1.</p> <p>Example of Direct Payment:</p> <ul style="list-style-type: none"> - Expense reimbursements for travel, meals, lodging, parking, automobile allowance; and other expenses incurred by an employee in the performance of his duties as authorized by Administrative Regulation 4-1. - Training, education, and registration fee where the expense is incurred in the name of a City employee. - Payment of refunds. - Payments for books, subscriptions, memberships, incidental advertising; and other transactions not requiring competitive bidding only when authorized by the Purchasing Agent or his designated deputy. - Etc. <p>Original copy is scanned into server and kept at the Department for 6 months before destruction. Electronic copy is maintained by Financial Management.</p> <p>Method of filing: Stored in folders by months and sorted by Direct Payment numbers.</p>				
PREPARED BY: Hartono Tai, Senior Accountant				

APPROVALS		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 


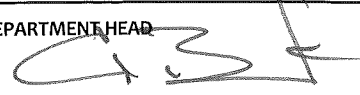
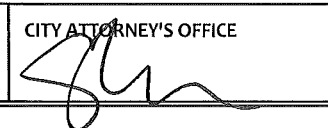
RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	ITEM NO. & TITLE: 6. DEPOSIT RECEIPTS	DATE AUG 04 2020		
COPIES/FILES BY DEPT/SECTION BUSINESS OPERATIONS BUREAU/BUDGET SERVICES DIVISION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original Copy	3 months		3 months
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Deposit receipts (DR) is a document generated to record incoming fund. Usually in the forms of cash, check and wire transfer / ACH.</p> <p>Examples of DR:</p> <ul style="list-style-type: none"> - Processing cash / checks received from customers. - Processing grant reimbursements checks or wire transfers from various agencies. <p>Original copy is scanned into server and kept at the Department for ³/₃ months before destruction. Electronic copy is maintained by Financial Management.</p> <p>Method of filing: Stored in folders by months and sorted by deposit receipt numbers.</p>				
<p>PREPARED BY: Vilma Mendoza, Accounting Technician</p>				

APPROVALS		
<p>CITY CLERK</p> <p><i>[Signature]</i></p>	<p>DEPARTMENT HEAD</p> <p><i>[Signature]</i></p>	<p>CITY ATTORNEY'S OFFICE</p> <p><i>[Signature]</i></p>




RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	ITEM NO. & TITLE: 7. FIXED ASSET FORMS			DATE AUG 04 2020
COPIES/FILES BY DEPT/SECTION BUSINESS OPERATIONS BUREAU/BUDGET SERVICES DIVISION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Working copy	3 Months		3 Months
<p>DESCRIPTION: (Purpose, Content, and Method of Filing)</p> <p>Fixed Assets are specific items of City property that are tangible in nature, have a life longer than one year and have a value of \$10,000 or more. When the department acquires such property, a Fixed Asset Data Form must be completed. Information on this form includes the numerical City Fixed Asset number, date of purchase, vendor purchased from, item description and cost, among others.</p> <p>Under FPP7-1, an asset meeting the minimum capitalization threshold of \$10,000 (\$5,000 for assets acquired with federal grant) must be charged to a capital outlay sub-object code in FAMIS and recorded as a capital asset in the FAACS.</p> <p>The minimum capitalization threshold for a capital project is \$100,000. A capital project must be charged to a project account in FAMIS and recorded as a capital asset in FAACS when placed into service.</p> <p>The original Asset Data Form and all the pertinent documents is submitted to Financial Management Capital Asset Section. The department keeps a copy. Distinctive identification labels will be assigned by Financial Management Asset Bureau.</p> <p>Method of filing: Stored in folders and sorted by date.</p> <p>Legend: FAMIS – Financial System FAACS – Fixed Asset Accounting and Control System</p>				
<p>PREPARED BY: Vilma Mendoza, Accounting Technician</p>				

APPROVALS		
<p>CITY CLERK</p> 	<p>DEPARTMENT HEAD</p> 	<p>CITY ATTORNEY'S OFFICE</p> 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	ITEM NO. & TITLE: 8. INFORMAL BID QUOTE FORM	DATE AUG 04 2020 1/9/2019		
COPIES/FILES BY DEPT/SECTION BUSINESS OPERATIONS BUREAU/BUDGET SERVICES DIVISION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Electronic Copy	7 Years		7 Years
DESCRIPTION: (Purpose, Content, and Method of Filing) The Informal Bid Quote Form shall apply once the amount of the goods or services exceeds \$2,500 up to the amount, not to exceed \$25,000. The Purchasing Division of Financial Management requires Departments to obtain 3 informal quotes. The following are acceptable: a) online pricing b) phone quote c) email quote d) fax quote d) catalog pricing. Informal Bid Quote Form shall be completed as backup documentation. Request for Quote Form may be completed if a hard copy of the quote cannot be obtained by the vendor. If a Department cannot get 3 quotes or cannot solicit informal quotes, an Informal Bid Quote Form – Exception portion shall be completed to provide justification if any of the following is applicable: a) 3 quotes cannot be obtained. B) lowest quote not selected c) sole/single provider d) other – purchase not made using informal bid process (Signature of Department Director required). Original copy is scanned into server and destroyed once verified. Electronic copy is on server for 7 years. Method of filing: In electronic folder, searchable by vendor’s name and date.				
PREPARED BY: Vilma Mendoza, Accounting Technician				

APPROVALS		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 

RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	ITEM NO. & TITLE: 9. JOURNAL VOUCHERS			DATE AUG 04 2020
COPIES/FILES BY DEPT/SECTION BUSINESS OPERATION BUREAU/BUDGET SERVICES DIVISION	COPY DESIGNATION	RETENTION PERIOD		
	Original Copy	DEPARTMENT 3 Months	REC. CENTER	DESTROY 3 Months

DESCRIPTION: (Purpose, Content, and Method of Filing)

A Journal Voucher (JV) is a document to effect adjusting and reclassifying entries and is the medium to journalize non-cash transactions such as accruals and deferrals and allocation of expenditures and revenues to appropriate charge points.

If transfers are between departments, JVs are manually prepared and submitted to the Financial Management, General Accounting Section (FM) with the original supporting documents for final input and the JV package is retained by FM. It is filed by JV number which is computer generated.



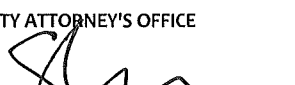
If transfers are within the same department, Public Works/Business Services Division prepares the JV in FAMIS and retains the original and supporting documents. JVs have the Transaction Code, Sub-object Code, Index Code and in some cases, User Code, Grant and Detail, Project and Detail. The original JV package is filed by JV number, which is computer generated and maintained at PW/Business Services Division.

Hard copy is scanned into server and kept at the Department for 6 months before destruction. Electronic document is maintained by Financial Management.

Method of filing: Stored in folders by months and sorted by journal voucher numbers.

PREPARED BY: Vilma Mendoza, Accounting Technician

REVIEWED BY: Hartono Tai, Senior Accountant

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RECORDS RETENTION EVALUATION/CITY OF LONG BEACH

ORIGINATING DEPARTMENT PUBLIC WORKS	ITEM NO. & TITLE: 10. PROPOSED and ADOPTED CIP BOOKS	DATE AUG 04 2020
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COPIES/FILES BY DEPT/SECTION BUSINESS OPERATIONS BUREAU/BUDGET SERVICES DIVISION	COPY DESIGNATION	RETENTION PERIOD		
		DEPARTMENT	REC. CENTER	DESTROY
	Original Copy	5 Years		5 Years
	Electronic Copy	15 Years		15 Years

DESCRIPTION: (Purpose, Content, and Method of Filing)

The Division retains copies of the published Proposed and Adopted CIP Books for reference purposes. Copies of the CIP books are distributed to all Departments by the Financial Management Department together with the City's Budget Book (RAP). The CIP Book is also available in the Public Works Dept's website.

Method of filing is by fiscal year.

PREPARED BY: Chris Kuebert, Budget Services Officer

APPROVALS		
CITY CLERK 	DEPARTMENT HEAD 	CITY ATTORNEY'S OFFICE 